



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

**Job Title:** 30817 - Data Scientist - GS-13

**Salary Range:** \$86,335 - \$133,465 (not applicable for detailees)

**Vacancy Open Period:** Enter **10/26/2020 – 11/16/2020**

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal and Detailees

**Division:** EEOD/EEOD

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-13 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.
  - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
  - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Candidates outside the Federal Government.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The Office of Intelligence Community Equal Employment Opportunity and Diversity (IC EEOD) reports directly to the Director of National Intelligence and is responsible for the overall strategic management of the IC's efforts to build a more diverse and inclusive workforce. IC EEOD oversees compliance with federal laws, policies, procedures, and requirements relating to EEO. IC EEOD also develops initiatives, policies and programs, and provides guidance and consultation to diverse stakeholders. The Office of IC EEOD collects, analyzes and reports on workforce demographics and trends across multiple aspects of workforce diversity, including, but not limited to women, minorities, and persons with disabilities.

## Major Duties and Responsibilities (MDRs)

- Lead IC EEOD compilation of pertinent workforce data from all 17 IC elements (including ODNI) in the preparation of the following mandated reports: (1) Annual Demographic Report on Hiring and Retention of Minorities, Women, and Persons with Disabilities in the U.S. Intelligence Community; (2) Annual IC 462 Report on Complaints Activity; (3) Annual and quarterly Notification and Federal Employee Antidiscrimination and Retaliation Act (No FEAR);
- Track submissions and ensure verification, timeliness, and completion of data collected and establish benchmarks using similar data collected from other federal agencies.
- Organize IC workforce data in an effective manner to increase data driven decision making and access, using cutting edge analytic models, to provide the most rigorous and consolidated insight into all IC EEOD analytic product lines and decision making processes.
- Prioritize research and other projects; establish project goals.
- Engage with customers to understand and participate changing needs and requirements; determine substantive questions. Offer recommendations for resolution based on quantitative analysis.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Collaborate with IC collectors and analysts to acquire process and refine gaps on complex intelligence problems; devise creative all source data collection strategies to fill intelligence gaps; task specific collections resource.
- Create and coordinate design solutions for transitioning (and maintaining) to a cloud based architecture(s) and associated accesses, along with local data management accesses and management.
- Develop and/or retain current data repositories and data infrastructure and create new ones. Develop and maintain a data infrastructure that combines disparate data from various sources into a coherent structure to maximize utilization of the data and environment.
- Independently develops the identification of new sources of intelligence and advance quantitative query. Devise quantitative analysis, ensuring all products incorporate multiple lines of inquiry and are fully coordinated with all stakeholders.
- Devise accurate, timely, and sophisticated data analysis in support of the most complex key IC EEOD, ODNI, U.S. national security objectives and to shape Intelligence Community EEO and Diversity analysis priorities. Conceive complex statistical and mathematical modeling, and data mining analysis independently or in partnership with other Data Scientist or Analyst colleagues.
- Manipulate, analyze, assess, and prepare tables and visualizations required for IC EEOD Congressional Budget Justification Book (CBBJ) submissions, briefings, and other ad hoc data queries
- Conceive, prepare and communication an extensive range of strategic, high complex graphics, computational models/tools, or written/oral assessments on significant or contentious issues for the most senior internal and external customers (e.g. policymakers, IC components, Agency executives).

## **Mandatory and Educational Requirements**

- Five (5) years of relevant analytic experience, including demonstrated expert ability to use statistical software programs (e.g., SPSS, STATA, Tableau, text analytics, Microsoft Excel pivot tables).
- Thorough knowledge of individual, organizational, and technical or transnational issues of national security concern.
- Thorough knowledge of business operations and associated processes.
- Thorough knowledge of appropriate analytic methods and methodological tools in one or more of the following areas: Applied Mathematics (e.g. probability and statistics, formal modeling, computational social sciences); Computer Programming (e.g. programming languages, math/statistics packages, computer science, machine learning, scientific computing); and Visualization (e.g. GIS/geospatial analysis, telemetry analysis).
- Thorough knowledge of research designs. Demonstrated ability to develop comprehensive computer software applications, as needed.
- Ability to leverage multiple data management tools to organize relevant information and make decisions.
- Ability to apply intellectual curiosity; creativity and innovation to go beyond current tools to deliver the best solution to complex problems.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Ability to effectively communicate complex, multi-disciplinary ideas and insights.
- Ability to translate complex, technical findings into an easily understood narrative (i.e. tell story with data).
- Analytical and critical thinking skills, including superior ability to think strategically.
- Ability to multitask and change focus quickly as demands change.
- Ability to evaluate data drawing pertinent inferences from data trend analysis, and interpretation of such inferences in keeping with the requirements of officials responsible for planning or for making policy decisions.

## Desired Requirements

- Bachelor's degree in quantitative or technical field of study (e.g. statistics, mathematics, computer science, physical science, economics, Geographic Information Systems). (Master's degree in computer science, information systems, or other technology-related field is preferred).
- Top Secret clearance

## Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_B\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [zackern@dni.ic.gov](mailto:zackern@dni.ic.gov) (Natalia Z.), and [burgeal@dni.ic.gov](mailto:burgeal@dni.ic.gov) (Alisa B.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

Current Federal Employees Applying for a Detail Assignment:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

**Applicants from federal agencies outside the IC must provide:**

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_B\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [zackern@dni.ic.gov](mailto:zackern@dni.ic.gov) (Natalia Z.), and [burgeal@dni.ic.gov](mailto:burgeal@dni.ic.gov) (Alisa B.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

**All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

To verify receipt of your application package ONLY, you may call 301-243-1318.

## What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 301-243-1318; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov)

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3799 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**